



Dereham Church of England Junior Academy

Person Specification – Pupil Specific Teaching Assistant

Post: Attendance Officer and Admin Support		Pay Scale: Scale D – Point 5 and 6	
Qualifications	Essential	Desirable	
English and Maths to the equivalent of a Grade C or above		X	
Strong written Literacy skills in order to communicate effectively	X		
Strong basic computing skills	X		
All applicants will need to undertake an enhanced DBS check as well as completing additional safeguarding checks	X		
Experience	Essential	Desirable	
Experience of working with pupils or young adults with additional needs		X	
Experience of working within a school setting		X	
Experience of supporting the learning of children		X	
Knowledge	Essential	Desirable	
An understanding of Special Educational Needs		X	
Knowledge of how to break learning into small steps		X	
Knowledge of the importance of safeguarding within a school setting		X	
Interpersonal Skills			
A calm and firm but kind manner	X		
The ability to stay calm in difficult or stressful situations	X		
Strong communication skills	X		
The courage to ask for help where needed	X		
The ability to problem solve and find solutions to challenges	X		
The ability to work well as part of a team	X		
Be flexible in your approach to your working day	X		
A positive mindset – the ability to see the positives as well as the challenges	X		
Good team work, sharing ideas and listening to and taking on board advice given	X		
A commitment to your professional development, being willing to undertake further training and professional development to support you in the role	X		